



Working together to build a better future

QF260	COMMUNICATIONS and ENGAGEMENT OFFICER DAILY REPORTING
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Name			
Day and Date			
Number of Incoming Calls	Number of Outgoing Calls	Emails Sent	Emails Received
Tasks:			
Feedback			
- Responses drafted:			
- Responses sent/replied to:			
- Investigations actioned:			
Facebook			
- Posts scheduled			
Events			
- Invitations sent:			

QF260	COMMUNICATIONS and ENGAGEMENT OFFICER DAILY REPORTING
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- Events organised

- Other event work completed:
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Member tools

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Any other tasks:

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QF260 COMMUNICATIONS and ENGAGEMENT OFFICER DAILY REPORTING

Communications and Engagement Officer

How well do you think you have performed in reaching your maximum potential based on today's reflective results?

1 2 3 4 5
Poorly Satisfactory Excellent

Comment: _____

Signature: _____

Name: _____

Date: _____

Marketing and Communications Manager

How well do you think you have performed in reaching your maximum potential based on today's reflective results?

1 2 3 4 5
Poorly Satisfactory Excellent

Comment: _____

Signature: _____

Name: _____

Date: _____